GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Dept., of GSWS –Village / Ward Secretariat Functionaries - General Job Chart for all the Functionaries who are working in Village / Ward Secretariats in addition to their Job Charts issued by the Line Departments in the basic interest of Development of the State and Welfare of the Public – Orders – Issued.

DEPARTMENT OF GRAMA SACHIVALAYAMS & WARD SACHIVALAYAMS

G.O.MS.No. 11 Dated: 17-10-2025

Read the following:

1. G O Ms No.110, PR&RD (MDL.I) Department, dated: 19.07.2019
2. G O Ms No.217, MA&UD (UBS) Department, dated: 20.07.2019.
3. Andhra Pradesh Grama Sachivalayams&Ward Sachivalayams Act 2023.
4. Swarna Andhra @2047 vision document.
5. From the Director, GSWS, Vijayawada, e-file computer.No.2995549.

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ORDER

In the references1st & 2nd read above, Government established 15004 Village /Ward Secretariats, to deliver services and benefits of Welfare Schemes to the citizens at their doorsteps and positioned 11 and 10 Functionaries of various line Departments in Village/Ward Secretariats respectively. Further, the concerned line Departments issued detailed functional job charts to the above Functionaries and directed them to attend any other work as entrusted by the Competent Authorities / Government from time to time apart from duties incorporated in functional job charts.

2. In the reference 3rd read above, Government enacted the Andhra Pradesh Grama Sachivalayams & Ward Sachivalayams Act No.23 of 2023 to provide a new structure for delivering innumerable other citizen centric services and amenities including the indicative list of citizen services mentioned in the 11thand 12th schedule of the Constitution of India. In the chapter III–Sections 10 (a)(b) (c) and (d) enunciated the functions of the GSWS Department. The functions are Service Delivery, Implementation of Welfare Schemes, Monitoring and Co-ordination with other Departments and other Government initiatives as and when required.

3. In the reference 4th read above, the Government have envisioned Swarna Andhra @2047 vision document. Which encompasses ten principles (PADI SUTRALU) i.e., Zero poverty, Population Management & HRD, Skilling & Employment, Water security, Farmer – Agri tech, Swachh Andhra and Deep tech all walks of life etc., It is necessary to reorient the Village /Ward Secretariats' functions, roles & responsibilities of Functionaries to realise goals of the Swarna Andhra@ 2047. Then only secretariats and its functionaries are bound to play a pro-active role in the achieving state vision, i.e., 15% annual growth rate aims to transform state economy into vibrant economy. This continuum utilizes the expertise, field knowledge of Village/Ward Secretariat functionaries who are in continuous interface with public.

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4. Further, in the Chapter-III, Section 10 (d) of GSWS ACT 23 of 2023 also prescribes the GSWS department may take up any other initiatives to strengthen the functioning of the administration. And the section 10 (c) indicates " the Department shall coordinate with other Departments for effective delivery of schemes and services and perform any activity assigned from time to time ".

5. The Director, GSWS, Vijayawada in the reference 4th read above, has requested the Government to issue Orders on the General Job chart to be entrusted to the Functionaries of Village / Ward Secretariats in addition to their functional job charts.

6. After careful examination of the matter, Government hereby issues the following General Job Chart for all the Functionaries who are working in Village/ Ward Secretariats in addition to their Job Charts issued by the Line Departments in the interest of Development of the State and Welfare of the Public:

A. All the functionaries shall attend all works relating to implementation of all Village /Ward level Development plans.

B. All the functionaries shall attend all extension activities for effective implementation of Government programmes / Schemes

C. All the functionaries shall attend the work of periodical capturing of citizens' data in their jurisdiction as entrusted by the Government.

D. All the functionaries shall provide various Government Services / Welfare Schemes at the doorsteps of the citizens.

E. All the functionaries shall follow up action on the grievances received by the Village / Ward Secretariats until qualitative disposal.

F. All the functionaries shall attend emergency duties during Disasters

G. All the functionaries shall qualify prescribed examinations.

H. All the functionaries shall attend any function entrusted in accordance with the instructions / guidelines issued by the Government from time to time.

7. Further, any order issued by any Department in contrary to the above instructions shall stands cancelled.

8. The District GSWS Officer shall decide the priorities of work in consultation with District HoDs of Line Departments with the approval of the District Collector whenever Functionaries need to attend various works simultaneously.

9. The District Collectors / Appointing Authorities shall be responsible for implementation of General Job Chart entrusted to the Functionaries. The disciplinary action shall be initiated by the District Collectors if any functionary fails to implement the above issued orders.

(Contd..3)

10. The Director, GSWS, Vijayawada shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

K.VIJAYANAND
CHIEF SECRETARY TO GOVERNMENT

To
The Director, GSWS, Vijayawada.
All the District Collectors in the State.
The Spl. Chief Secretary/ Prl. Secretaries/Secretaries of the Departments of PR&RD, MA&UD, Social Welfare, Tribal Welfare, Revenue, Agriculture &Cooperation, Animal Husbandry Dairy Development & Fisheries, Home and Health, Medical &Family Welfare, AP Secretariat.
The Commissioner, PR&RD.
The Commissioner & Director, MA&UD.
The Chairman & Managing Director of APCPDCL, Vijayawada
The Chairman & Managing Director of APSPDCL, Tirupati.
The Chairman & Managing Director of APEPDCL, Visakhapatnam.
Copy to
PS to Secretary to the Hon'ble Chief Minister
OSD to the Hon'ble Minister (Sachivalayam &Village Volunteer).
PS to Chief Secretary.
Sc/sf

// FORWARDED :: BY :: ORDER //

SECTION OFFICER